

Ohio State University Libraries

Faculty Meeting

June 10, 1999

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1. The meeting was called to order by Nena Couch at 3:15 p.m. She announced that Bill Studer was unable to attend this meeting, which may be the last scheduled faculty meeting before he leaves the director's position. A special meeting may be called if his actual departure will occur prior to the next regularly scheduled meeting.

2. **Director's Office Report:** Pat McCandless, assistant director for Public Services, reported that Bill Studer's last day will be the day before the new director begins his/her tenure.

The Main Library renovation has made the list of construction projects for the University. It will be a long term project with an eight year commitment. Feasibility studies will be undertaken in 2001- 02 at a cost of \$.5 million; among the issues studied will be the prospects for fund raising, how renovation could be staged, and development of a listing of elements for inclusion in the project. Detailed design would be undertaken in 2003-04, with actual renovation beginning in 2005.

The card catalog, which was closed in 1982 will be removed to off site storage in July. The removal has been approved by Library Council; the signs announcing the move have elicited no response from the user community. The microfilm that was made of the catalog will be reformatted to cassettes and will be available for consultation in MIC.

3. **Human Resources Report:** Linda Gonzalez provided the following status report on vacancies: A verbal offer has been made and accepted for the position of serials coordinator; the search committee for the non-Roman coordinator position has made a recommendation; the search committee for the Digital Resources System administrator will have its first meeting on June 14 (five applications have been received thus far); the Information Services librarian and collection manager (EHS) has been listed in the green sheet, and outside recruitment has begun; the Lima reference librarian position received 50 applications and telephone interviews have been completed with five candidates; 37 applications have thus far been received for the Mary P. Key resident librarian position; a description has been completed for the position of head, Special Collections Cataloging and is ready for posting; a verbal offer has been made and accepted for the SEL systems manager position; regional recruiting is underway for the Glenn processing archivist position; recruitment for the pharmacy reference librarian position is pending; Shannon Tippie has begun in the position of interim development officer.

The deadline for returning ballots for the Faculty Committee vacancies is Wednesday, June 16. To date, 33 ballots have been returned for the Planning & Policy Committee, 37 for the Faculty Review Board, and 30 for the Appointment, Promotion, & Tenure Committee. The number of total ballots received for last year's elections was higher, but there is still nearly a week left before the deadline.

4. **CQI Steering/Oversight Committee Report:** Wes Boomgaarden reported on the four projects that are about to get underway. In describing the projects, different terminology is being used--the term "customers" is used to identify those who are affected most by the project or process, and the term "deliverables" is used to indicate the results of the team work involved in the specific projects.

The committee is working closely with Nancy Campbell and Nancy Messerly from the University's Office of Human Resources Development (OHRD). All individuals on the teams that are being assembled to work on the various projects will receive training from Nancy Messerly in flow charting, data gathering, workflow analysis, problem identification, and other workplace tools.

The four projects are as follows:

- Binding serials shelved directly in the Main Library book stacks (suggested by Mary Lou Trejo). This project relates to the ca. 2,650 continuation titles that go directly from check-in to the stacks. The customers affected are both the Libraries' users and personnel in a variety of library units. The customer needs relate to the accuracy of availability information in OSCAR, as well as to binding of the materials in appropriate and durable bindings for protection and to enable users to locate and use the materials most easily. The project's deliverable will be a workable book stacks serials management and protection system that will be transferable to other campus libraries. (It is anticipated that the project will probably involve the use of the III Binding Module.) Mary Lou Trejo (Bindery Preparation) will lead the project team, which will consist of Faye Yungfleisch (Serials/Electronic Resources), Steve Rogers (Main Library), and Jan Wagner (Periodicals Reading Room). Carol Diedrichs will serve as a consultant regarding the III Binding Module, and Faye Yungfleisch and Wes Boomgaarden will serve as liaisons from the project team to the CQI Committee.
- Evaluating the work processes involved in shelving and reshelving in the Main Library book stacks (suggested by Tony Maniaci). The customers affected are both the Libraries' users and the personnel who serve those users. Customer requirements relate to the need for the availability information on OSCAR to accurately reflect the physical location of items--"available" should mean that the item is on the shelf ready to circulate. The final deliverable will be a system of workflow that meets the stated requirement. The project team will consist of Cheryl Mason-Middleton (Black Studies Library), Don McCoy (Main Library Book stacks), Brian Lee (Circulation), Lila Carpenter (Business Services), Norma Bruce (Public Services), and two student assistants yet to be named. Karen Carroll will serve as the liaison with the CQI Committee.
- Labeling and shelf preparation of newly processed materials (suggested by Sally Muster). The objective of this project is to determine the accuracy, legibility and timeliness of the systems of marking and processing in current use. The customers are the Libraries' users, and personnel from a variety of library units. Customer requirements are the timely arrival in public service areas of newly acquired materials that are accurately marked and clearly legible. The deliverable is a workable system that meets the stated requirement for speed, accuracy, permanence, and legibility. The project team is under development. Lisa Iacobellis (Technical Services) will lead the team, which will include Sally Muster (Collection Maintenance), another member from Technical Services and one or more from Public Services; anyone interested in serving should contact Wes. Mary Scott will serve as the liaison with the CQI Committee.
- Student Employee Advisory Committee (SEAC). This project will get underway this summer, with the stated objective of developing a committee of student employees that will steer/advise, plan, and review actions that affect student employees in the Libraries. The purpose is to assist the Libraries in recruiting and retaining qualified and motivated student employees. Linda Gonzalez (Human Resources) will lead the effort and will be seeking a number of student assistants who will be working at least Summer and Fall Quarters in the Libraries.

5. Information Technology Department Report: Sally Rogers reported on the activities of the IT Department since the last faculty meeting. Bruce Coldiron and David Toney have joined the department, and she has been involved in redistributing her workload. Penny Pearson and Nancy Helmick have assumed some of her former duties, and additional support is being received from UTS for UNIX-related matters.

The department has begun a continuing process of assessing priorities; a prioritized list of tasks/projects has been developed, and will be reviewed on a bi-weekly basis. The top three priorities have been upgrading to Netscape 4, completing an order for new computers, and completion of the SEL High Tech Area.

Netscape 4--Version 4.x of Netscape was not designed for use in a networked environment. Ken Cherrington has been working on the problem and is hopeful that a piece of software that is being acquired will solve the remaining two difficulties.

Order for New Computers--An order for 250 new PC's has been prepared; the vendor is Tangent. Three new servers and one server upgrade have also been ordered. An additional new server ordered previously is being set up to run

SEL High Tech Area--Construction delays have occurred which are entirely out of the Libraries' control. IT Department personnel should be able to begin installing PC's during the week of June 14. The server room, however, is not yet ready, and that move will not be able to be accomplished over the Quarter Break, as had been anticipated. The Fourth of July weekend is being looked at a possible alternative. Matt Jewett is finishing the wiring/network connections for SEL and will now be checking out the locations of new computers to make sure the network connections, wiring, etc. are ready for their installation.

OSCAR developments relate to the testing of the Advanced Keyword Search capabilities and implementation of the Arabic module. The Advanced Keyword Search capability would replace the existing keyword search, and would have both web and VT100 versions.

Looking ahead to the coming summer the department will be involved in installing the new servers and PC's; transferring software/files to the new servers; and moving into the SEL Server Room. They will also be looking at the development of an improved system of inventory control, and will be implementing a more sophisticated system of backup for the servers. They will also be talking with library units to identify gaps between user expectations and what's actually happening. They recognize the need to be able to look at provision of new services rather than just keeping up with current activities and will be considering the staffing requirements associated with this goal.

6. Status of Director's Search: The Search Committee for the Director of Libraries was pleased with how smoothly the interview process went and the members wish to extend their thanks to all who participated.

The search committee had been asked to identify the acceptable candidate(s) and prepare summaries of the pros and cons for the each; the committee submitted its report and has met with Ed Ray and Nancy Rudd to discuss their findings.

7. Election of faculty secretary--As a quorum was not present, the election of the faculty secretary will take place via e-mail ballot.

8. Discussion of CFBPR Documents--Discussion of the proposed revision of two documents for which CFBPR is responsible--Guidelines for Teaching Courses at the Ohio State University and Guidelines for Assigned and Unassigned Time--was begun. Comments made during the meeting, as well as others submitted subsequently, will be taken under consideration by CFBPR and a further revision of the documents will be posted on the web. Voting will be conducted via e-mail ballot after the final revisions have been posted on the web for at least a week.

9. Discussion of the Pattern of Administration Document--Due to a lack of time, discussion of the proposed revision of the Pattern of Administration was postponed. A special meeting will be called for its discussion; if a quorum is not present at that meeting, voting will be conducted via e-mail ballot after the final revision has been posted on the web for at least a week.

Betty Sawyers
Faculty Secretary

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Please send questions or comments to [Betty Sawyers](#)

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